

To: Faculty Assembly (FA)

From: Academic Review Committee (ARC) \*

Date: November 10, 2004

Subject: **ARC Report #19 to the Faculty Assembly**

### **Moratorium on New Courses – Exceptions – Information Item**

In order to meet the goals for the Unit Plan implementation, Acting Provost M. Ecker has declared a moratorium on new courses. M. Ecker asked the ARC to develop guidelines under which exceptions might be granted. The ARC members developed the following guidelines:

Exceptions may be granted primarily for:

1. New faculty (hired since September 1<sup>st</sup>, 2003) who need or are required to develop courses in new program areas.
2. Courses that fill gaps identified in five-year reviews of programs and majors.
3. Courses to be developed under Career Development and Faculty Development grants that have already been approved.
4. Other exceptions will be considered on a case-by-case basis.

The Acting Provost supports these guidelines. Exceptions to this moratorium may be brought to the dean for approval (in accordance with ARC procedures), who will then forward them to the Provost's office for consideration.

### **Course Requests – Information Item**

Since its last report on October 6, 2004, the ARC has approved nine (9) course requests: six (6) courses that had previously been offered as first-time pilot courses, two (2) new courses, and one (1) first-time pilot course. Please remember that all course requests, including minor revisions, should be accompanied by a course syllabus.

### **Study Abroad Programs (SAP) Course Syllabi Review – Information Item**

The ARC has completed its review of all submitted Study Abroad Programs (SAP) course syllabi. ARC determined that, pending minor revisions, they were in conformance with the Ramapo College Course Syllabus Guidelines adopted by the Faculty Assembly in March 2004. ARC thanks J. Dallon, Director of Study Abroad Programs, the program directors, and study abroad faculty for their assistance on this project.

### **General Education Program – Categorization of Courses – Information Item**

The ARC has requested that convening groups, via the Deans, identify courses that they believe fit into each category of the newly passed General Education Program and submit them to their ARC representatives by December 1, 2004. Please note that it is the responsibility of the convening groups and schools to determine where a course may fit within school core categories. Also note, several categories previously in the old General Education (e.g., Values/Ethics) are now, under CLA, recommended for the school core.

### **CIRCUIT (Coordinating Implementation of Restructuring and Curriculum into Units Interim Taskforce) – Information Item**

The ARC has been working closely with CIRCUIT to ensure a successful implementation of the Unit Plan. The ARC concurs with CIRCUIT's posted conversion plan and commends the committee for its fine work. Several of the CIRCUIT items have been referred to ARC for review.

### **Proposed New Student Opinion of Teaching and Learning Form & Process – Information Item**

The ARC has postponed deliberations on this subject until a later date.

### **ARC Academic and Curricular Guidelines Manual**

As a reminder, and especially for our new faculty members, the *Academic & Curricular Guidelines Manual*, dated 9/2004, is available in paper form and in electronic form. This manual is a compilation of both revised and newly developed guidelines. It is meant to be used by all faculty as a guide in developing new courses and revising existing ones, by new faculty as an orientation guide, and by the ARC in facilitating the processing and approving of course and program requests. Please see your ARC representative or school secretary for a copy or download it from the Faculty Assembly web site at <http://phobos.ramapo.edu/facassem>, or directly from the ARC web site at <http://phobos.ramapo.edu/arc>.

Thank you.

\* ARC Membership: Stephen Klein (SAB), Chair; Susan Kurzmann (LIB); Jonathan Lipkin (CA), Robert Mentore (TAS); Frances Shapiro-Skrobe (SSHS); Ira Spar (AIS); Jacquelyn Skrzynski (Office of the Provost, ex-officio member).